Classification

REPORTS INVENTORY

SD 103.21

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
Records Management Report	X	STATISTICAL	
		NARRATIVE	
		MACHINE-NAME LISTING	

3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL
	X	LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
2	Annual	OAMS- Office of Chief/SD

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
Form		YES	IF YES GIVE ADP PROCESSING NO.	
	X	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OAMS	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-6	4.32		8		34.56		1		34.56
GS-14	10.70		1/4		2.67		1		2.67

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	37.23

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Annual report required reflecting volume of records held SD/OAMS, as required by Office of Chief, Supply Division.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
X RETAIN AS IS OTHER (explain)	MAN-HOURS	DOLLARS
CHANGE		
DISCONTINUE		

16. DATE OF INVENTORY	17.		18. EXTENSION
5 October 1970		INFORMATION	

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Classification